

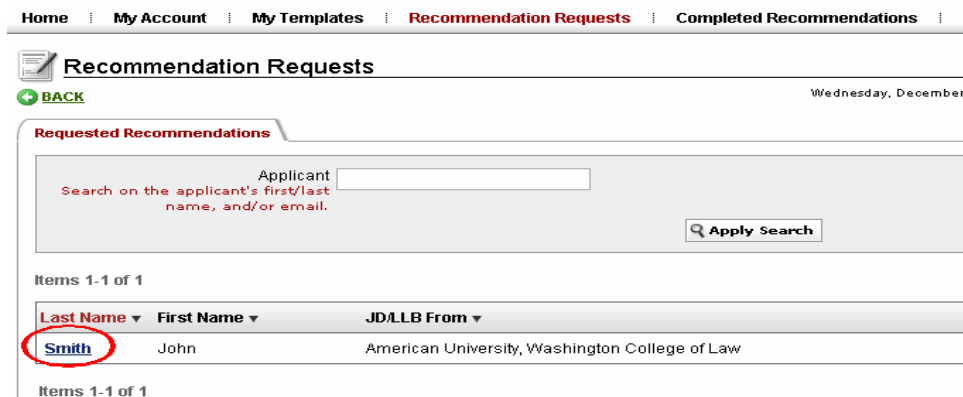
Tip Sheet - Entering Letters of Recommendation through the Online Editor

Keep in mind, OSCAR reads left to right, top to bottom.

1. After logging into OSCAR, left-click on **Recommendation Requests** tab, located at the top of the OSCAR window.



2. When the screen refreshes, you will now see the name(s) of the applicant(s) requesting letters of recommendation. Please left-click on a last name of the person requesting the letter.



3. After the screen refreshes again, please scroll down to see the names of the judges the person applied to. Left-click in the top box, "Select All" to fill in check boxes for all the judges. (NOTE: If you then uncheck the "Select All" check box, you can then de-select judges one by one.)

Recommendation for John Smith

* Indicates a required field

Attach to Applications: Please choose which applications for this applicant this recommendation should be attached to. Due to browser limitations, please limit your selections to no more than 50 judges.

☒ Select All
☐ Judge, Test (U.S. District Court)

Recommendation: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

4. Please scroll down to the Recommendation section. By default, the "online editor" is already selected.

Attach to Applications*: Please choose which applications for this applicant this recommendation should be attached to. Due to browser limitations, please limit your selections to no more than 50 judges.

- ☐ Select All
☐ Judge, Test (United States District Court)

Recommendation*: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

- ☒ online editor ☐ .pdf file

Label:

5. (OPTIONAL) Scrolling down to the Label section, you will see an opportunity to type in a label. Though the Label field *is optional*, typing a name into this box will save a copy of this letter as an OSCAR Template. (Saving a letter as a template is very helpful if an applicant requests additional letters of recommendation in the future.)

Recommendation*: Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose ".pdf file" to upload an existing .pdf file containing the recommendation.

- ☒ online editor ☐ .pdf file

Label:

If you enter a label for this recommendation here, it will be saved to your "My Templates" tab and you may choose to use it for future recommendations. If you do not want to save this recommendation, leave this field blank.

Smith

6. Continue to scroll down to OSCAR's online editor. In this area, type in the letter of recommendation.

NOTE:

- Formatting problems *may* occur when copying the letter from a word processing program like Word or WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands.
- To insert a single line break, hold down the **Shift** key and press **Enter**.
- No graphics may be inserted when using this online editor--not the letterhead of your institution or a signature.
- By using Merge Codes, one letter can be customized to multiple recipients. There is a list of Merge Codes on the right-hand side of the screen. The Merge Codes circled in red in the next picture will be substituted in this fashion:

[honorable_judgename]
[formatted_address]

The Honorable Judge Test
E. Barrett Prettyman Building
United States Courthouse Room
333 Constitution Ave, NW
Washington D.C. 20001

Dear Judge [judge_lname]:

Dear Judge Test:

Please note that OSCAR automatically embeds the merge codes for the judge name, address block, and salutation line. If you do not want to use these embedded merge codes, simply delete them and begin formatting the letter how you want to.

Note: To insert a single line break, hold down the **Shift** key and press **Enter**. Please note that inserted images will not be included in the generated recommendation PDF. For descriptions of the available buttons, [click here](#)

B I U ABC | [List Icons] | Font family: [Dropdown] 2 (10 pt) | [List Icons] | HTML

The George Washington University Law School
2000 H. Street, N.W.
Washington, D.C. 20052

April 1, 2008

[honorable_judgename]
[formatted_address]

Dear Judge [judge_lname]:

I understand that John Smith, a member of our Class of 2009, has applied for a clerkship in your chambers. I am very pleased to write this letter in strong support of his application.

7. Left-click on the "Submit" button on the lower left-hand side.

Professor of Law
anoble@law.gwu.edu
Telephone: (202) 994-1212
Path: p » span


Submit **Cancel**

You are NOT done!

8. After clicking the Submit button, the screen will change again.

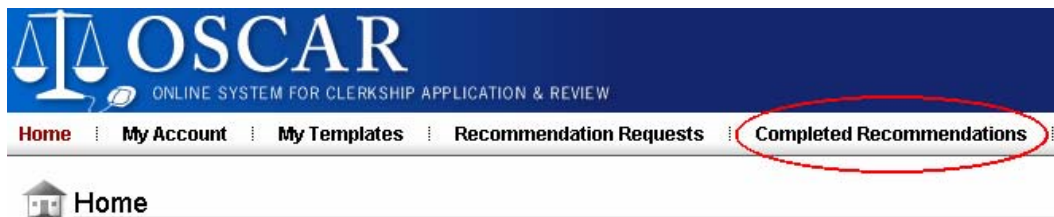
- If satisfied, left click the “Confirm Recommendation” button to finish.
- Otherwise, left click on the “Edit Recommendation” button and you will be returned to the previous screen. (Begin at step 6.)
- *Please note the small .pdf icon in image below. Left clicking this icon allows you to view letters as the OSCAR generated .pdfs - just like the judge will see the letter - PRIOR TO CONFIRMING THE RECOMMENDATION LETTER.*

Attach to Applications:

1.  Test Judge (U.S. District Court)



9. To insure the requests have been filled, left-click on the Completed Recommendations tab, located at the top of the OSCAR window.



10. When the screen refreshes, it will display all the requests that have been filled. If you would like to view a letter that was uploaded, left-click on the small .pdf icon in the Preview column (located on the far right-hand side).

Completed Recommendations

[BACK](#)

Wednesday, December 26, 2007 1:11 pm | User: Jones20 - Recommender [opens in a separate window](#)

Completed Recommendations

Instructions

You may review your completed letters of recommendation here. For applications which are not yet viewable by the judge, you may edit or delete the recommendation.

[User Guide and other Resources](#)
[Frequently Asked Questions](#)
[Help](#)

Applicant
Search on the applicant's first/last name, and/or email.

Batch Options

Items 1-1 of 1

< Previous | Jump | Next >

<input type="checkbox"/>	Last Name ▼	First Name	JD/LLB From ▼	Judge ▼	Preview 
<input type="checkbox"/>	Smith	John	American University, Washington College of Law	Judge, Test	

Items 1-1 of 1

< Previous | Jump | Next >